

Other

- ❖ The Staff Development Committee needs to recruit an adjunct faculty member to serve on the Committee.
- ❖ Patricia Santana's term as Staff Development Coordinator ends with the Spring 2005 semester. The Committee will announce the position of Staff Development Coordinator during the Spring 2005 semester.
- ❖ The Committee discussed the possibility of using "4faculty.org" for flex credit.
- ❖ Future Staff Development meetings for the Fall 2004 semester will be held the second Wednesday of each month at 2:00 pm (October 13, November 10, December 8).
- ❖ Possible future Staff Development Workshop: "Smart Classroom Utilization."

Adjournment

The meeting adjourned at 3:00 pm.

Staff Development Committee
Patricia Santana/Pei-Hua Chou Co-Chairs
Meeting Minutes
October 13, 2004

- Present:** Nancy Asbury, Rik Barnes, Pei-Hua Chou, Carol Lloyd, Marie Ramos, Patricia Santana, Kari Wergeland
- Absent:** Shari Ball, David Detwiler, Kathryn Ingrum, Sandy Lyon, Barbara Modica,
- Others:** Greg MacGregor

The meeting was called to order by Patricia Santana at 2:00 pm.

Approval of Minutes

The minutes of September 8th were approved.

Welcome New Committee Member and Guest

The Staff Development Committee welcomed the following new member and guest:

- Carol Lloyd, adjunct CIS instructor, new adjunct faculty representative
- Greg MacGregor, SDICCA administrative intern, guest

Staff Development Coordinator

The Committee will announce the position of Staff Development Coordinator during the Spring 2005 semester. The job description will require the person selected be a member of "SOC", "IPC", Title III and have previous staff development experience. The Staff Development Coordinator receives .4 release time as coordinator.

Budget

The remaining carry over balance of \$2,313 will cover the following expenses for Spring 2005:

- Staff Development Week
- Classified Staff Appreciation Day.

4 Faculty.org

Committee members will seek feedback from Grossmont staff regarding the success of using 4faculty.org for alternative staff development activities for flex credit. The site offers various modules on different topics.

Call for Presentation Forms

- The call for presentation forms have been emailed to the campus with a return date of November 5, 2004
- The Committee will check with the Title III Office to see if they would like to present a follow up workshop on Title III

Staff Development Funding Requests

The following requests were approved:

None

Total **0**

Other

The Calendar Sub-committee will meet to put the Spring 2005 Staff Development Schedule together one week after the call for presentation deadline of 11/5/04.

Adjournment

The meeting adjourned at 2:45 pm.

Staff Development Committee
Patricia Santana/Pei-Hua Chou Co-Chairs
Meeting Minutes
November 10, 2004

Present: Nancy Asbury, Rik Barnes, Pei-Hua Chou, David Detwiler, Sandy Lyon, Barbara Modica, Patricia Santana, Kari Wergeland, Nanette Wier

Absent: Shari Ball, Kathryn Ingrum, Carol Lloyd, Marie Ramos

The meeting was called to order by Patricia Santana at 2:05 pm.

Approval of Minutes

The minutes of October 13th were approved.

Welcome New Committee Member

The Staff Development Committee welcomed the following new member:

- Nanette Wier, full-time communication instructor, faculty representative

College-wide On-going Staff Development Activities--suggestions

The Staff Development Committee will prepare a grid that showcases college-wide workshops that are routinely offered during staff development week. The grid will be a bird's eye view of the ongoing/standing activities organized or facilitated by lead administrators each semester such as department meetings, scholarship workshops, and student services workshops. The sub-committee of Patricia Santana, David Detwiler and Rik Barnes will meet to create an expanded version of the grid which will be divided into categories of current ongoing workshops such as: 1) President's Cabinet, 2) Student Services, 3) Instruction, and 4) Administrative Services. Additional ongoing workshops may be added to the grid at any time. The Committee discussed an alternative method of creating the grid based on the themes of the College's mission and values such as diversity, student success, program development, and academic excellence. The Committee discussed merging the two different ideas of creating the grid (structure vs. college values) in order to create a matrix whereby the ongoing workshop list intersects with the columns that include the college values. An "X" would be placed in each appropriate column.

On-line Staff Development Workshops

The Staff Development Committee is working towards implementing some online staff development workshops such as WEB CT, online orientation for online students, library website orientation, and faculty posting syllabi online. Some of these types of workshops are already being done. This type of workshop would be especially helpful for adjunct faculty trying to complete their flex requirements. It would also fulfill part of the Title III, year II requirements. Criteria would need to be developed to document hours completed with these types of workshops.

Call for Presentation Forms-update, meet with subcommittee

The subcommittee of Patricia Santana, Rik Barnes, Barbara Modica and David Detwiler will meet to put the Spring 2005 calendar together.

Staff Development Funding Requests

The following requests were approved:

None

Total **0**

Other

- Kathryn Ingram will be unable to attend the staff development meetings until January 2005.
- Staff Development forms will be added to the staff development website so they can be downloaded.

Adjournment

The meeting adjourned at 3:10 pm.